

NEW JERSEY STATE BOARD OF ACCOUNTANCY
REQUEST FOR CPE CREDIT FOR DISCUSSION LEADER/INSTRUCTOR /LECTURER/SPEAKER*
(USE A SEPARATE FORM FOR EACH COURSE TAUGHT)

Name _____ License # _____

Mailing Address _____

City

State

Zip Code

Daytime Telephone # _____ Fax # _____

E-mail Address _____

Name of Sponsor (College/Firm) _____

Mailing Address _____

City

State

Zip Code

Contact Person _____

Daytime Telephone # _____ Fax # _____

Date(s) of Program _____

Course Title _____

Field of Study: (Check all that apply)

<input type="checkbox"/> Accounting & Auditing	<input type="checkbox"/> Economics	<input type="checkbox"/> Management Advisory Services	<input type="checkbox"/> SEC Practice	<input type="checkbox"/> Certain
<input type="checkbox"/> Business Law	<input type="checkbox"/> Finance	<input type="checkbox"/> Mathematics, Statistics, etc.	<input type="checkbox"/> Professional Ethics	<input type="checkbox"/> Practice
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Taxation	<input type="checkbox"/> Specialized Area of Industry	<input type="checkbox"/> Personal Development	<input type="checkbox"/> Management

Method of Delivery: (Check all that apply)

<input type="checkbox"/> College Course	<input type="checkbox"/> Case Study	<input type="checkbox"/> Video-conference	<input type="checkbox"/> Conference	<input type="checkbox"/> Seminar	<input type="checkbox"/> Web-cast
<input type="checkbox"/> In-Firm Meeting	<input type="checkbox"/> Group Study	<input type="checkbox"/> Tele-conference	<input type="checkbox"/> Lecture	<input type="checkbox"/> Convention	

Total Hours/Minutes Spent Presenting (minus breaks & lunch) _____ Requested CPE Credits _____

Number of College Credits Awarded for Course (applies to college courses only) _____

The following documents **must** accompany this form:

1. A statement on how this course related to your practice of public or private accounting. Describe how the course enhanced your professional knowledge and competency as a CPA, PA, or RMA. To what extent did presenting this course require research and study in excess of your previous knowledge? How many times have you taught this course? (If more than once, include dates.) Is this the first time you are requesting credit for teaching this course? If not, when was the last time you received credit for this course? Have there been substantial changes made to the course since the last time you taught it? Describe the changes.
2. Course outline/agenda/syllabus with timeline and course description
3. Background information (i.e., bio/resume that contains information on your qualifications to teach the program)
4. Copy of verification letter from college/firm on their letterhead
5. Promotional materials, program catalogues, invitations, or other descriptive items distributed to prospective participants in advance of the program.

* For more information regarding the continuing professional education requirements of the NJ State Board of Accountancy, please refer to N.J.A.C. 13:29-6 on our website - <http://www.njconsumeraffairs.gov/accountancy>. Pay particular attention to N.J.A.C. 13:29-6.5(c)1.